

## PROJECT OVERSIGHT REPORT

Digital Archives Project – Office of the Secretary of State  
(OSOS)

Report as of Date:  
June 2004

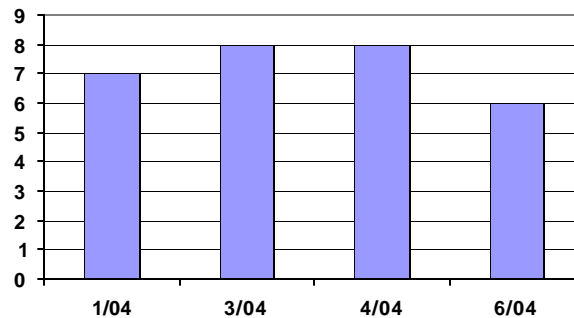
**Executive Sponsor:** Steve Excell  
**Project Director:** Diana Rae Bradrick

**MOSTD Staff:** David Koch

**Severity/Risk:** High (High severity, high risk)

**Oversight:** Level 3 - ISB

### Overall Project Risk Assessment



**Staff Recommendations:** OSOS should continue to work risk mitigation as external QA defines risks. The project is in the detailed design/construction life cycle stages.

### Issues/Risks:

#### Impacts on state agencies and others using the state digital archives:

The project will require modification to Washington Administrative Code (WAC) 434 in order to ensure understanding by all state agencies. This effort has been dormant for approximately one year, but is expected to resume with the selection of a technical solution. The DIS Customer Advisory Board has a subcommittee in place and prepared to resume work with OSOS and state agencies in reviewing WAC requirements. To reduce the risks of this issue OSOS will strengthen contacts and participation with stakeholders, beginning this summer. Without resolution of the WAC definitions, stakeholder acceptance will be difficult to attain..

External Quality Assurance: Glasshouse Technologies was selected and hired as the external QA. The first report from Glasshouse will be provided to ISB members. The three main risks identified by QA are;

- 1) The project plan is in draft form and missing inter-dependencies,
- 2) The OSOS project team has not developed a thorough proof of concept test,
- 3) There is an application development issue with Microsoft for the initial archive application.

OSOS has addressed these three risks as follows:

- 1) The project plan is in final form and inter-dependencies are being added. The plan is used for management of the project on a weekly basis.
- 2) A proof of concept test plan has been developed and approved by the external QA.
- 3) The application development issue with Microsoft has been resolved and the contract will be completed 9 days earlier than scheduled.

### Status:

Life Cycle Stage: The project is in the detailed design and construction stage. This project was approved at the September 11, 2003 Board meeting.

### Budget/Cost:

Implementation/development costs (4 years, 2003-2006):

\$3.6 million

Life Cycle Maintenance costs (5 years, 2007-2011):

\$6.6 million

Total cost:

\$10.2 million

Schedule: The schedule for the development and implementation of the digital archive system is as shown:

Brief ISB	September 2003/completed on time
Select External Quality Assurance	November 2003/April 2004/completed on time
Acquisition Process	January 2004/ongoing – slightly ahead of schedule
Phase I – SAN Test	January 2005
Phase II – Test of Selected state agencies (1 local gov.)	July 2005
Phase III - Addition of key state agencies	December 2005
Phase IV – Full Implementation	February 2006

Project Management: The project continues with agency executive and ISB Staff oversight. The Digital Archivist is acting as the project integrator. The project team/steering committee meets weekly with the executive sponsor (Steve Excell) and all key archive personnel. State agencies will be directly involved in the project as the WAC is updated to include digital archiving requirements (see issue above).

## **Background Information**

For over four years OSOS has been seeking a system to capture the increasing number of electronic records. At the beginning of this search technology was lacking in all that is necessary to make digital archiving possible. OSOS continued to monitor technology improvements. A feasibility study of existing alternatives for digital archiving was completed and OSOS submitted an Investment Plan to the ISB for approval. The Digital Archives is a Level 2 project based on the severity/risk analysis conducted by DIS/MOST and the project staff at OSOS. The digital archives project requires Board approval since it was designated a proviso 901 project in the state budget.

The agency began strategic planning for the Digital Archives in March of 2000, when the project first appeared in the agency's Information Technology Portfolio. Planning for the physical design and technical infrastructure of the facility occurred during calendar year 2002. The state's 2001-2003 Capital Budget (SSB 6155) authorized the Secretary of State to enter into a financing contract for the construction. Early site work for the facility in Cheney, Washington began July 2002 with construction beginning January 2003. This facility will serve as the physical "hub" for the Digital Archives and is scheduled for completion in May 2004. This two-story facility will house both the Eastern Washington Regional Archives (traditional paper archives) as well as the Digital Archives, and will serve both state and local government agencies.

Research on the programmatic and technological aspects of the Digital Archives began concurrently with the physical design. Project team members made site visits to the National Archives and the Library of Congress. A strategic plan was developed that included extensive involvement of staff, executive management and external stakeholders. The State's 2001-2003 Capital Budget authorized some financing authority for the Office of the Secretary of State for the purchase of technology equipment and software for the Digital Archives. That authority was contingent on completion of a feasibility study for the project's technology and subsequent approval by the ISB.

As part of the feasibility analysis, alternatives to development of a centralized Digital Archives were discussed and subsequently rejected. No other alternative would meet existing legal mandates, adequately protect against the current loss of electronic archival records, or be as cost effective. Remaining focused on scale – how much technological capacity was required

and at what point in time would that capacity be needed. In March 2003, GlassHouse Technologies, Inc., a vendor-neutral technology firm with specific expertise in mass storage architecture, was hired to assist the agency in assessing the technical feasibility of the project, proof-of-concept testing, determining system requirements, designing the system architecture and working with the agency to develop cost estimates. That work was completed in June 2003.